



Please Print

Student ID#: _____ Campus: _____ Email: _____

Name: _____
Last Name First Name Middle Initial

Current Address: _____ Home Phone: _____
Street Apt. Number

City State Zip Work Phone: _____

Academic Program: _____ Emphasis: _____

Course to be Reviewed: _____ Date of Portfolio Submission: _____

Prior Learning by Portfolio Assessment

Evaluation of prior learning by portfolio assessment is a process based on the learning students have gained through life and/or work experiences. Successful portfolio development is predicated on rigorous self assessment of prior learning using David Kolb's Model of Experiential Learning, and a demonstration of strong narrative and expository writing skills. To be eligible to submit a portfolio for evaluation, the student must have successfully completed ENGU 103, or its equivalent, and LBSU 305. The learning documented in the portfolio must match an appropriate Brandman University course, and a separate portfolio is required for each 3 credit hours attempted. Each portfolio is evaluated by a subject matter specialist who determines whether the learning demonstrated with the documented training and experience meets the learning objectives of the identified course. If the portfolio meets the standards established for the course, credit is awarded. These credit hours are acceptable for completion of a baccalaureate degree at Brandman University. Acceptance of such units for transfer to other institutions is solely at the discretion of that institution. Students interested in portfolio assessment should meet with a PLA advisor to see if they are a good candidate for the program. Separate fees apply for each portfolio submitted.

Regulations Governing Credit by Portfolio

1. Credit by portfolio is only available for courses listed in the Brandman University Catalog
2. When credit through portfolio is awarded, a grade of "P" is recorded. It is not included when computing the grade point average.
3. Portfolios that successfully meet the established standards will have an appropriate course title, course number, credit hours, and "Credit for Prior Experiential Learning" recorded on the transcript.
4. Students must be currently enrolled and matriculated at Brandman University to submit portfolios.
5. Enrolled students may submit a specific portfolio only once. If they do not receive a passing score, they will be required to complete the necessary coursework if they wish to receive credit.
6. Credit by portfolio assessment will not be awarded when a student has previously been awarded credit for the equivalent course.
7. Brandman University courses not eligible for portfolio include, but may not be limited to: Capstone/senior thesis courses; Independent Study Courses; and, Internship Courses.
8. A maximum of 30 credit hours may be awarded through Portfolio Assessment.
9. Credit for Portfolio is limited to undergraduate credit only.



- Submit completed form and payment of \$300.00 to your Brandman University campus. The evaluation fee is non-refundable.
- Be sure to keep copies of your portfolio, as they will not be returned.
- You will be notified by letter, the status of your portfolio evaluation within 60 days of receipt.
- I have read and understand the regulations governing credit by portfolio.

Student's signature: _____ Date: _____

Brandman Campus use only:

CR#: _____ Amount \$ _____

Process Information:

- ❖ Obtain student signature
- ❖ \$300.00 Application Fee
- ❖ Receipt code Budget #**4995410680**
- ❖ Attach student program evaluation

Brandman staff signature: _____ Date: _____

- ❖ Fax application and program evaluation to (805) 349-0219, Attention: Laurie Dodge
- ❖ Mail Portfolio to Dr. Laurie Dodge
Brandman University
16355 Laguan Canyon Road
Irvine, CA 92618